



# North Carolina Association of Teacher Assistants 28<sup>th</sup> Annual Conference 2010 Exhibitor Information

## Basic Registration Fees

10' x 10' standard booth: \$325.00  
10' x 10' corner booth: \$375.00

All booths include a 10' x 10' exhibit booth with back drapes, one 8' covered table, two chairs, waste basket, booth identification sign, and listing in the Conference Program

## Additional Opportunities

Please call NCATA for details and pricing and for the following additional options:

- **Registration Packet Insert:** Target attendees at the opening of the conference and direct them to your booth. Provide us with your marketing flyers by April 9<sup>th</sup> and we will insert them in all conference registration packets. We can also assist you in producing these flyers.
- **Conference Program Ad:** Ad may be a business card or camera-ready artwork, in black and white, with no gray shades. Ad size may not exceed 3.5" x 2". You may send electronic files in the following formats: EPS, TIFF, JPEG. Deadline for this option is March 31, 2010.

## Ride the Wave & Show Off Your Products!

- Expose your latest products and services to thousands of teacher assistants making purchasing decisions in school districts across the state.
- Increase your share of a focused target market.
- Generate visibility for your company.
- Stand out from other suppliers.
- Deliver a personal message of commitment to education.
- Communicate support for teacher assistants.

## General Information

North Carolina Association of Teacher Assistants  
28<sup>th</sup> Annual Conference  
Thursday, April 29 - Sunday, May 2, 2010  
Sheraton Four Seasons / Koury Convention Center  
Greensboro North Carolina

## What is NCATA?

The North Carolina Association of Teacher Assistants is the only statewide association exclusively for teacher assistants. The organization promotes the important role of teacher assistants in public schools, provides professional training opportunities, and works to improve salaries and employment security.

## Who Will Attend?

Nearly 5,000 of North Carolina's 29,000 teacher assistants are members of NCATA. Nearly 1,500 of these members attend the annual conference for continuing education and information related to the teaching profession. Additionally, North Carolina legislators, renowned speakers and presenters, and other education advocates will be in attendance. You can guarantee your place with this audience and reserve a prime booth location by requesting your space early!

### Exhibit Schedule

Thursday April 29	3pm-8pm
Friday April 30	9am-6pm
Saturday May 1	9am-5pm

## How to Register

**Space is limited so please register early!**

Please complete the attached forms and **MAIL** your registration and payment to:

NCATA  
PO Box 893  
Lewisville, NC 27023

Or **FAX** your registration and credit card information to:  
336-218-6338.

For more information:

Ruth Cole Burcaw, NCATA Executive Director  
800-979-2077  
[rburcaw@teacherassistants.org](mailto:rburcaw@teacherassistants.org)

**Exhibit Registration  
Deadline  
April 9<sup>th</sup>, 2010**

## EXHIBITOR INFORMATION

Company	Contact Person	
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Address		
-----		
City	State	Zip
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Corporate Web Site	Type of Business	



## PERSON IN CHARGE OF REGISTRATION

Name	Title	
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Telephone	Fax	Email

## PRODUCT OR SERVICE DESCRIPTION

Your answer will appear in the Exhibitor Guide. Please limit your response to 25 words or less.

## REGISTRATION OPTIONS

ITEM	QTY	PRICE	TOTAL
Standard Booth – 10 x 10' booth space with 2 reps		\$325.00	\$
Corner Booth – 10 x 10' partially open booth space with 2 reps		\$375.00	\$
Extended Booth - 20' x 10' booth space		\$625.00	\$
Marketing Flyer Registration Packet Inserts		\$200.00	\$
Business Card- Sized Ad in Exhibitor Show Guide		\$125.00	\$

## TOTAL PAYMENT DUE

\$ \_\_\_\_\_

In order to validate this advance registration, submit payment with your registration.

## PAYMENT TYPE

Check  Amex  Visa  MC

\_\_\_\_\_  
Account Number Exp. Date

\_\_\_\_\_  
Signature as it appears on card

## CONTACTS

Mail (or fax if you have used a credit card) your payment, completed registration, and signed exhibitor agreement by April 9, 2010 to:

NCATA, PO Box 893, Lewisville, NC 27023

For further information:

(800) 979-2077 • fax 336-218-6338 • email [rburcaw@teacherassistants.org](mailto:rburcaw@teacherassistants.org) • [www.teacherassistants.org](http://www.teacherassistants.org)

**IMPORTANT: You must sign and return exhibitor agreement with your registration.**



## EXHIBITOR AGREEMENT



1. **Reservation for Space:** NCATA will accept contracts for the 28<sup>th</sup> Annual NCATA Conference exhibit space beginning December 7, 2009. Space will be assigned on a first-come, first-served basis.

2. **Payment and Cancellation Policy:** Exhibit fees must be paid in full with a completed registration form. Cancellations made in writing before 4/9/2010 will receive a 50% refund. NO refunds will be issued after 4/9/2010. You may request to have your registration transferred to another exhibitor company.

3. **Liability:** The exhibitor agrees to protect, save, and keep NCATA, Quantum Events, Hollins Exhibits, and the Sheraton Four Seasons/Koury Convention Center and their representatives, employees, and agents forever harmless from any and all damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or the representatives, agents, or employees of the exhibitor or those persons acting under the express or implied authority of the exhibitor. Exhibitor also agrees to comply with all applicable terms, conditions, rules, and regulations of the Sheraton Four Seasons/Koury Convention Center, and Hollins Exhibits. The exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of his/her property, employees, agents, and guests. NCATA, Quantum Events, Sheraton Four Seasons/Koury Convention Center, and Hollins Exhibits any officer, agent, or employee thereof will not be liable for any loss, damage, or destruction of exhibitor's property for theft, fire, accident, or any other cause. The exhibitor also assumes full responsibility and liability for all injury to any and all person or property caused by the exhibitor, its agents, representatives, or employees. The exhibitor will indemnify and hold harmless NCATA, Quantum Events, Sheraton Four Seasons/Koury Convention Center, and Hollins Exhibits, their members, directors, officers, agents, representatives, and employees against any and all damage to property or personal injury or loss caused by the exhibitor, its agents, representatives, employees, or any other such persons.

4. **Insurance:** The exhibitor acknowledges that NCATA, Quantum Events, Sheraton Four Seasons/Koury Convention Center, and Hollins Exhibits do not maintain insurance coverage for this event, and do not accept responsibility for the exhibitor's property or person. It is the sole responsibility of the exhibitor, if it so desires, to obtain business interruption, liability, and property damage insurance covering the exhibitor's property.

5. **Standard & Corner Booth Spaces:** Each standard & corner 10x10 space includes back drape, two folding chairs, a covered 8' table, a booth sign, and wastebasket. Exhibitors must indicate additional booth needs (i.e. tables, chairs, etc.).

6. **Exhibit Limitations:** Exhibits must be constructed so as not to obstruct the view of adjoining booths. In addition, no signs, banners or archways over the aisles will be permitted. Exhibitors will not be allowed to alter the traffic flow beyond their 10' x 10' space. Booth furniture, display equipment, or merchandise may not protrude from the booth. Displays should be self-standing and not rely on the booth structure for support.

7. **Exhibit Installation Hours:** Thursday, April 29, 2010: 10:00AM -1:00PM. All exhibits must be set up for an inspection by 2:00PM on Thursday, April 29, 2010. No exceptions allowed.

8. **Forfeiture of Space:** If the exhibit booth is not set by 2:00 PM on Thursday, April 29, 2010, it may be forfeited by the exhibitor, and the space may be resold, reassigned, or used by NCATA without refund.

9. **Dismantling Hours:** Displays must not be dismantled until the close of the exhibit (5:00pm) on May 1, 2010. However, exhibitors may remove merchandise from their booth for safe overnight storage. A \$100 penalty will be assessed to any exhibitor that dismantles their booth prior to the close of the show. All exhibits must be dismantled and removed from the exhibit area by 10:00pm Saturday, May 1, 2010. The exhibitor authorizes NCATA and Quantum Events to remove, at the exhibitor's expense, any material in the exhibit area belonging to said exhibitor after 10:00pm Saturday, May 1, 2010.

10. **Prohibitions:** Exhibits, signs or displays are prohibited in any of the public spaces or elsewhere on the premises of the Sheraton Four Seasons/Koury Convention Center. Absolutely no alcoholic beverages will be served or given away by exhibitors. This will be strictly enforced.

11. **Sound Devices:** The use of sound devices, megaphones, loudspeakers, music, or other amplified methods of attracting attention is prohibited.

12. **Shipping and Handling of Materials and Equipment for Exhibitors:** Exhibit booths, materials, and supplies may be shipped to the Sheraton Four Seasons/Koury Convention Center directly. Contact NCATA, Quantum Events for appropriate shipping information and forms.

13. **Security:** Exhibit management does not provide security for exhibits. NCATA does not assume any obligation or duty with respect to the protection of the property of exhibitors, which shall at all times remain in the sole possession and custody of each exhibitor and shall be their sole responsibility. Exhibitors should staff their booths at all times during posted show hours, and may wish to remove merchandise from the booth for overnight storage. NCATA does provide a locked meeting room for on-site overnight storage, if desired.

14. **Inclement Weather:** The event will be held despite inclement weather. Exhibitors will be expected to set up their booth by the scheduled time.

15. **Disputes:** The decision or opinion of NCATA and Quantum Events, in the interpretation of this contract shall be final and binding on the exhibitor. Parties are prohibited from initiating legal action against the other for the purpose of enforcement of this contract.

16. **Severability:** The enforceability, validity, or legality of any provision of this contract shall not render any other provision of this contract unenforceable, invalid, or illegal. Show attendees that accept booth space for the NCATA Annual Conference Exhibit agree to be bound and abide by all the terms and conditions of this agreement.

**We have read and agree to the terms of the Exhibitor Agreement above.**

Signature

Title

Date